

**MINUTES OF MEETING
LINCOLN PUBLIC LIBRARY
BOARD OF TRUSTEES
December 4, 2012**

CALL TO ORDER:

Chairwoman Karen Quinn called the meeting to order at 5:50 PM at the Lincoln Public Library.

PRESENT:

Treasurer Diane Walsh, Trustee Denise Blais, and Chairwoman Karen Quinn were present. Also in attendance were Becky Boragine, Library Director; and Nancy Ross, Assistant Director.

ABSENT:

Trustees Merle Krueger & Wil Postle

APPROVAL OF MINUTES:

The Minutes of the October 23, 2012 meeting were accepted. A motion to accept the minutes was made by Treasurer Walsh and seconded by Trustee Blais. The motion was approved unanimously.

DIRECTOR'S REPORT:

Ms. Boragine informed the Board that she attended Town Directors meetings and construction meetings. During October five computer classes were held, eleven story times were held, four children's

program were held, five teen programs and six adult programs took place. Ms. Boragine indicated that items added to the collection in October were 756 books, videos, CD's, magazines, DVD's, CD-ROMS, etc. Also, circulated were 16,833 items. A total of 50 new patrons were given library cards. Loaned 3,613 items out to other libraries and borrowed 1,805 items. The in-house computer usage was 2,144. The Library web pages were accessed 155,145 times. The online database usage was 1410. Overdrive usage was 615 and includes 142 Audio, 1 Video, 0 Music, 472 E-Books and all other E-Books usage was 23.

Ms. Boragine said that although the holidays are fast approaching programming at the library has not slowed down. She indicated that there have been some very popular classes that have been held, including a Road Scholar Program that was well attended and a new Meditation Class that will be held during the month and has many patrons registered. She noted that she is awaiting the construction schedule but a trailer has been placed on the library grounds. The trailer is about half full and she was very thankful for the town's highway department employees assisting her with loading the trailer.

A motion to accept the Director's report was made by Trustee Blais and seconded by Treasurer Walsh. The motion was approved unanimously.

FINANCIAL REPORT:

Treasurer Diane Walsh reported the balances as follows:

- **Fines: \$**
- **Champlin Account: \$34,113.45**
- **Trustees Account: \$108,623.73**
- **Checking Account: \$342.12**
- **Certificate of Deposit:**
- **Catie Kurowski Fund: \$4,185.69**

Treasurer Walsh updated the board on her communication with the architect Saccoccio & Associates regarding the revised drawings and the decision to move forward on the construction/renovations. The architect indicated that they need to renegotiate the fee for their services and the rework of the scope of the project. The board was surprised that they want to charge an additional fee. The board feels as if the scope of work changed because the bids were well over the anticipated construction number provided to the board by the architect. Ms. Boragine indicated that she has spoken with the architect on several occasions since the last meeting and they have not indicated to her that there would be an additional fee, nor has she received a bill.

The library has been awarded an additional \$84,000 from the Champlin Foundations based upon the most recent revised request submitted to them in October. Also the Catie Kurowski Fund has

received in an additional \$125.00 that needs to be added to this account. The renewal for the CD is due and the board agreed to renew the CD for six more months and to add the additional funds to this account.

A motion that the Board agrees that all invoices being presented for payment by the Town of Lincoln are accurate and are to be paid from their respective accounts was made by Trustee Blais. Motion seconded by Chairwoman Quinn. The motion was approved unanimously.

UNFINISHED BUSINESS:

The contract for the Bailey Group, who will oversee the construction of the project, needs to be signed. Town Planner Al Ranaldi has reviewed the contract and had some additional language added into the contract, but the contract appears to be very standard. Prices have changed on some of the contingencies as we begin making some modifications to the scope of the work; these include the sprinkler system and the water system. A construction meeting was held on December 4, 2012. The steel frame is up, and the concrete footings are in. The custom built children's librarian desk has been scaled back from \$12,000 to \$5,000. The \$7,000 in savings will be used towards the custom circulation desk that is needed. The board questioned the circulation desk requirements of being a custom built desk and Ms. Boragine discussed the workflow of the area and that

the desk does need to be custom built because of the library's requirements and needs. She also had samples of the carpet tiles that have been selected along with the color palette. Chairwoman Quinn reiterated the concern of consistency in everything that is being selected and that it appears the selections have been chosen well in keeping with the library. Treasurer Walsh asked about the reference area; however that it not in the initial phase being constructed and is part of one of the alternates to be worked on at a later date. Ms. Boragine has not received the construction schedule as of yet. She has been informed that the exterior walls will be up by January, pending the weather. Also the water department still needs to come down and bring new water lines into the area. There Board questioned if the trailer would need to be moved, and Ms. Boragine was not informed that the trailer would need to be relocated.

The special fundraising event is being postponed till late January/February 2013. Ms. Boragine informed the Board that the time commitment needed to pull such an event together was just more than she had manpower for at the present time. Assistant Director Nancy Ross will be handling the event and is pulling together a small committee to work together on it. Ms. Ross has already started calling potential attendees/donors with the help of some volunteers. She has received price quotes on printing the invitations and it appears that B&M Printing has provided very competitive prices. The next committee meeting for this event will be held on December 19, 2012 for anyone interested in assisting her. She has

spoken with a few local businesses and a local bank who have requested additional information from her on the project. Ms. Boragine sent a letter to the bank regarding the additional funding that is needed to rework the entrance and how the project will be done in phases as a result of the additional costs involved. The Friends of the Library also have patrons who are interested in donating. The Board suggested that a donation box be placed at the circulation desk for patrons.

NEW BUSINESS:

Ms. Boragine requested from the Board that she provide the delivery personnel a token of appreciation to them. These include the newspaper, UPS and, Federal Express delivery persons, as well as the mail carrier. It was suggested that \$20.00 Dunkin Donut gift cards be given to them.

The holiday schedule for the library was also discussed. The Library will be closed December 24th and 25th and December 31st and January 1st in observance of the holidays.

Food for Fines will be collected from Saturday December 8th, 2012 through Saturday December 15th, 2012.

The next meeting of the Library Board of Trustees is January 29, 2013.

The newsletters and calendars have been sent out and distributed to patrons. Patrons can sign up to receive it by email on the library's website.

PUBLIC COMMENT:

NONE

ADJOURNMENT:

There being no further business, a motion was made by Trustee Blais and seconded by Treasurer Walsh to adjourn the meeting at 7:02 PM. The motion was approved unanimously.

Respectfully submitted,

**Joan Dion
Board Secretary**